



DEPUTY SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1010

MAY 29 2001



MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
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DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Disposition of Unclassified DoD Computer Hard Drives

Deputy Secretary of Defense Memorandum, "Destruction of DoD Computer Hard Drives Prior to Disposal," dated January 8, 2001 directed that immediate steps be taken to ensure that all hard drives of unclassified computer equipment leaving the custody of DoD be removed and destroyed. The memorandum also stated that the Assistant Secretary of Defense for (Command, Control, and Communications), (ASD(C3I)) would assess implementation of this policy guidance and determine if adjustments are warranted.

Based on comments and suggestions from organizations throughout the Department, I have determined that adjustments to the policy are warranted and have instructed the ASD(C3I) to issue detailed guidance on disposition of unclassified DoD-owned or controlled computer hard drives. The guidance will establish overwriting of hard drives, following approved procedures, as the minimum requirement for equipment leaving DoD custody or control. When there is particular concern about the sensitivity of data, degaussing and destruction alternatives are authorized. This risk management approach ensures that the Department's security needs are met by instituting appropriate Department-wide procedures and controls while avoiding unnecessary costs and supporting reuse of the Department's computers by public schools and other worthy organizations. All Components are to take immediate steps to implement the ASD(C3I) guidance upon receipt.

Paul Wolfowitz



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